



**SOLANO COUNTY TRANSIT**  
**Board Minutes for Meeting of**  
**September 15, 2011**

**I. CLOSED SESSION**

The special meeting was called to order at 4:00 p.m., which recessed into closed session to discuss anticipated litigation. There were no matters to report.

**II. CALL TO ORDER**

Chair Davis reconvened the meeting of the SolTrans Board at 4:41 pm. A quorum was confirmed.

**MEMBERS**

<b>PRESENT:</b>	Osby Davis, Mayor	City of Vallejo, Chair
	Elizabeth Patterson, Mayor	City of Benicia, Vice Chair
	Mike Ioakimedes, Councilmember	City of Benicia
	Jim Spering, Supervisor, County of Solano	MTC Representative
	Harry Price, Mayor, City of Fairfield	Ex-Officio – STA Representative

<b>MEMBERS</b>	Erin Hannigan, Councilmember	City of Vallejo
<b>ABSENT:</b>		

**STAFF**

<b>PRESENT:</b>	<b><i>In Alphabetical Order by Last Name:</i></b>	
	Greg Anderson	SolTrans Director of Administrative Services
	Bernadette Curry	SolTrans Legal Counsel
	Michael Eshleman	Moore & Associates, Consultant
	Suzanne Fredriksen	SolTrans Interim Clerk of the Board
	John Harris	SolTrans Project Manager, Consultant
	Jim McElroy	SolTrans Interim Executive Director
	Nancy Whelan	SolTrans Interim Chief Financial Officer
	Jeanine Wooley	SolTrans Director of Operations

**OTHERS**

<b>PRESENT:</b>	<b><i>In Alphabetical Order by Last Name:</i></b>	
	Mona Babauta	Fairfield and Suisun Transit
	Richard Burnett	MTC Policy Advisory Council
	Derik Calhoun	MV Transportation
	Cathy Campos	MV Transportation
	Lee Harrington	MV Transportation
	Jackie Lane	MV Transportation
	Liz Niedziela	Solano Transportation Authority

### **III. CONFIRM QUORUM/STATEMENT OF CONFLICT**

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

### **IV. APPROVAL OF AGENDA**

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the SolTrans JPA Board approved the agenda, with the exception to include an amendment to the recommendation of Agenda Item VIII.B, Options for the Transition of City of Vallejo Employees.

### **V. OPPORTUNITY FOR PUBLIC COMMENT**

Richard Burnett, Policy Advisory Council for MTC, mentioned that the recent article in the Times Herald regarding the SolTrans Public Advisory Committee appointment process listed an incorrect contact number for potential applicants in Vallejo. He noted that City of Vallejo staff is working with Times Herald to correct that mistake.

In addition, Richard Burnett expressed interest in learning the time table for SolTrans' introduction of the Clipper Program. He also stated that MTC would like to see transit agencies cut their overall costs over the next 20-25 years by 10%, and requested that this goal be included in SolTrans' continued planning process.

Finally, he expressed concerns with regards to Solano 360's proposal for a new transit facility and the restructuring of SolTrans routes, intercity routes, and local routes.

Chair Davis stated that there will be plenty of time to effectively deal with where SolTrans stands with regards to Solano 360's proposal in future discussions.

### **VI. COMMENTS FROM STAFF:**

- 1. Report from the Executive Director**
- 2. SolTrans Start-up Report - September**
- 3. Operations Report**

Jim McElroy  
John Harris  
Jeanine Wooley

### **VII. CONSENT CALENDAR**

On a motion by Vice Chair Patterson and a second by Board Member Spering, the SolTrans JPA Board approved Consent Calendar Items A through D.

#### **A. Meeting Minutes of July 21, 2011**

##### Recommendation:

Approve the meeting minutes of July 21, 2011.

#### **B. Budget Status**

##### Recommendation:

Informational.

**C. Local Preference Policy**

Recommendation:

Accept timeline and process for development of the Local Preference Policy with an expected adoption date scheduled for the December 2011, Board Meeting.

**D. Public Advisory Committee Appointments**

Recommendation:

Informational.

**VIII. ADMINISTRATIVE/FINANCE**

**A. Funding Request for Transition Costs**

Nancy Whelan, SolTrans Chief Financial Officer, stated that SolTrans staff has discussed one-time transitional costs reimbursement with STA staff and they are supportive of the request. She also noted that staff will report back on an additional request that will be made to MTC in the near future.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

Recommendation:

Authorize SolTrans to submit a request for funding to STA in the amount of \$395,800 for professional services and interim staff for FY 2011-12.

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the SolTrans Board unanimously approved the recommendation.

**B. Options for the Transition of City of Vallejo Employees**

Jim McElroy, SolTrans Interim Executive Director, highlighted a recent meeting with the City Manager of Vallejo, in which the City Manager recognized that the overhead charges associated with administering two City of Vallejo employees were unreasonable. Jim noted that the City Manager subsequently directed City staff to work with SolTrans staff to pursue a reduction in overhead to a reasonable level. Jim stated that as a result of this meeting, staff had revised their recommendation to the Board, as follows:

Authorize staff to negotiate and execute- the most advantageous arrangement for temporary salary and benefits administration ~~a less expensive alternative to the current COV arrangement for temporary salary and benefits administration as soon as possible.~~

John Harris, Project Manager, described two additional options for cost savings that the revised recommendation would allow:

1. Temporarily transfer the two employees over as STA employees until the PERS program is approved and in place, which will take 9-12 months.
2. A combination of PARS, to handle the retirement function, and IEDA for health/medical benefits similar to what the City of Vallejo provides.

John noted that both options would take approximately two months to implement, and roughly \$1,500 to administer per month.

**Public Comments:**

None presented.

**Board Comments:**

Vice Chair Patterson indicated her approval of the revised recommendation, stating that it was timely and advantageous.

Board Member Spering expressed concern that the revised recommendation would not allow for an exploration of all possible opportunities. He stated that he would prefer to authorize staff to explore the most advantageous arrangement for temporary salary and benefits administration, negotiate a contract, and bring the contract back to the Board for approval.

Chair Davis stated that he was in agreement with Board Member Spering's recommendation.

Board Member Patterson suggested that there is a substantial savings if we obtain the readjustments on the administrative costs as soon as possible. She also recommended that a special meeting be held in the event that a contract is obtained prior to the October Board Meeting.

After discussion and further consideration, the SolTrans Board voted to make a second amendment to the recommendation to read as follows:

Recommendation:

Authorize staff to ~~negotiate and execute~~ *explore the most advantageous arrangement for temporary salary and benefits administration and negotiate a contract to bring back to the Board for approval.*

On a motion by Board Member Spering, and a second by Board Member Ioakimedes, the SolTrans JPA Board approved the recommendation as amended shown above in ~~strikethrough~~ *bold italics.*

### **C. Regular Meeting Time Change Discussion**

Suzanne Fredriksen stated that the regular meeting time change discussion was included in the agenda upon the request of the Board at the July 2011 meeting. She noted that engaging the public was the primary goal and purpose of the discussion, with particular consideration for regional bus riders who may be unable to attend a 4:00 p.m. meeting. In addition to various options listed in the staff report, Suzanne highlighted a suggestion received from Vice Chair Patterson regarding an alternate meeting location in Benicia: the Benicia Veterans Hall. She indicated that a similar alternate meeting location could be explored in Vallejo, as well. She noted that while regional riders may be better served by setting a regular evening meeting schedule, the local transit dependent may experience difficulty getting home from those meetings due to the current transit schedules.

#### **Public Comments:**

None presented.

#### **Board Comments:**

Vice Chair Patterson suggested that the staff report be so noted, that we continue to get used to operating, and then revisit this discussion closer to the end of the year.

Board Member Spring stated that he would prefer to keep the current regular meeting time. He also proposed that in January, when the annual meeting schedule is adopted, that two evening meetings be scheduled a year in advance for the public that uses the transit system. He noted that the meetings would be advertised well in advance, and transit providers able to prepare for and accommodate riders both to and from the meetings.

Vice Chair Patterson indicated that she would be in support of Board Member Spring's suggestion. She also referenced the success of the Senior Summit, which was handled in a similar fashion with a lot of advertising, and which was very well attended, and extremely productive.

Chair Davis requested that staff provide additional information in January regarding the regular meeting time and the possibility of scheduling two annual evening meetings.

#### **Recommendation:**

Provide guidance to staff.

## **IX. PLANNING AND OPERATIONS**

### **A. SRTP Update (Deliverables and Operations Plan Approach)**

John Harris noted the current challenge to develop SolTrans' SRTP by December 31, 2011, which prompted staff to include the service evaluation report and interim mission statement in the recommendation for acceptance by the Board. He stated that while the ride check analysis was also initially included, staff concluded after the second iteration that it is not ready and is pulling that from consideration. He indicated that the ride check analysis would be brought back to the Board in October along with the demand analysis.

Michael Eshleman, Moore & Associates, reviewed a request by the Board in July 2011 regarding a matrix of various service components that would be compiled for review and consideration in the SRTP process. He noted that the matrix included in the Board packet is purely hypothetical and serves as an illustration of what the final matrix may look like. After describing the various columns and rows listed on the sample matrix, Michael requested that the Board provide feedback as to whether any additional components should be added and/or changes made to what is currently included.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Spering requested that the staff ranking column be changed to “Priority 1 - Priority 4” instead of “Tier 1 - Tier 4”, with a brief description of each priority level included in the legend.

Vice Chair Patterson proposed an additional column that describes the nature of the route; for example, choice versus transit dependent.

Board Member Ioakimedes requested an additional column that illustrates the net impact of cutting or eliminating a particular route.

Chair Davis noted that eliminating a route may have a large impact upon the community in ways that are unrelated to cost and ridership numbers. He stated that an example of this might be a route with low ridership, which carries transit dependent students to the Community College. He requested that a column be added to the matrix which describes this level of impact in eliminating/cutting services, in addition to the cost and ridership impact columns which are already listed.

After discussion and further consideration, the SolTrans Board approved the revisions to the interim mission statement requested by Vice Chair Patterson. The interim mission statement will now read as follows:

~~The overall purpose of the~~ The SolTrans public transit program is *dedicated* to maximize the efficiency of public transit services utilizing available resources in southern Solano County by improving mobility for residents in its service area while also aiding in improving air quality in the region through the reduction of traffic congestion *and alternative fuel fleet*.

SolTrans shall leverage its resources as a transit provider through the Short Range Transit Plan process in order to provide ~~a level of~~ sustainable local and regional service that meets the needs of southern Solano County residents. ~~In so doing,~~ SolTrans shall ~~use~~ *utilize* this Short Range Transit Plan to improve ~~upon~~ local service, strengthen connections to regional services, collaborate *and coordinate* with other jurisdictions and ~~the~~ community ~~groups~~, and lay the groundwork for future *consolidation of other transit services* ~~expansion into other communities~~ in Solano County.

Recommendation:

Accept staff's recommendation to include the service evaluation report and interim mission statement in the SRTP. Pursuant to final review and approval of ride check analysis, staff will recommend inclusion in the SRTP. Provide feedback on the proposed operations plan approach.

On a motion by Board Member Spring, and a second by Vice Chair Patterson, the SolTrans JPA Board approved the recommendation to include Vice Chair Patterson's requested revisions to the interim mission statement as amended shown above in ~~strike~~**through** *bold italics*.

**X. INFORMATIONAL ITEMS - DISCUSSION**

**A. Status of Standing Committees**

Suzanne Fredriksen highlighted two committees, in addition to the Public Advisory Committee, which the SolTrans Joint Powers Agreement sets forth: the Executive Management Committee and the Technical Advisory Committee. She summarized the progress that is currently being made in establishing these two committees.

**XI. BOARD MEMBER COMMENTS**

**XII. ADJOURNMENT**

The meeting was adjourned at 5:20 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, October 20, 2011, 4:00 p.m., Vallejo Council Chambers.**

**Attested by:**



**Suzanne Fredriksen**  
**Interim Clerk of the Board**

**9/17/2011**

**Date**